ACMIS User Group Meeting Minutes

Date: Wednesday, April 28, 2004
Time: 9:30 AM-11:00 AM
Location: 1800 F Street, NW, Room 4201

Attendees:

Name	Organization	Telephone	E-mail
Virna Evans	Commerce	202-482-4186	vevans@doc.gov
Nikkia Joseph	SRA	703-284-9461	nikkia_joseph@sra.com
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Joanne Shore	FAI	202-208-4724	joanne.shore@gsa.gov
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Dian Neary	GSA	202-501-4973	margaret.neary@gsa.gov
Teresa King	DOT	202-366-4960	teresa.king@ost.dot.gov
Phyllis McNatt	HUD	202-708-0294	Phyllis_m._mcnatt@hud.gov
LaToshia Madden	NARA	301-837-0307	Latoshia.madden@nara.gov

Action Items
- Joanne Shore will talk with OFPP representative, Lesley Field, about the possibility of having an OFPP speaker at the DC FACE Conference.
- The User Group should review the State Department handbook which references using the ACMIS application.
- Joanne Shore will check into whether ACMIS contains COTR Certification and Warrant information.
- A Requirements session needs to be scheduled to discuss possible enhancements for ACMIS reporting and tracking of Agency COR's/COTR's.

Updates since March:
- ACMIS Breakout sessions are schedule for the DC and Dayton FACE Conferences. Nick Nayak of IRS and Gloria Sochon of FAI will speak at the DC conference. Lesley Field of OFPP and Gloria Sochon of FAI will speak at the Dayton conference.
  Joanne Shore will talk with OFPP representative, Lesley Field, about the possibility of having an OFPP speaker at the DC FACE Conference.
- The User Group should review the State Department handbook which references using the ACMIS application. This will be helpful as a guide for composing similar documentation.
- There will be an ACMIS page on the FAI website (www.fai.gov) which will include User Group meeting minutes, ACMIS CCB meeting minutes, and system documentation. It should also include tips and implementation tools for implementation of ACMIS within the agencies.

Agency Updates
- Sherry Booth is working with the Program Administrator of the National Gallery of Art to implement ACMIS at their agency.

- The Department of Energy (DOE) has expressed interest in ACMIS; a meeting will be scheduled with the agency contact to discuss implementation.
- The Department of Energy's Procurement Executive, Richard Hopf, is a former GSA employee and may be a good contact in regard to signing up DOE.
- EPA Human Resources department is implementing a training module a part of the People Soft software. The HR department is interested in interfacing with ACMIS and plans to meet after they review the system documentation.
- Teresa King of Department of Transportation is waiting to receive a cost estimate to convert DOT's files.
- Gayle Fischetti of Interior has made some progress since our last meeting. Interior is waiting on a matrix of Training course equivalencies. This is a major concern for her organization since they have approximately 300 Procurement offices. Interior needs fixed documentation in place before attempting to sign up all offices. It would also be helpful to have sample letters, policies, procedures, etc. from agencies that have already signed up. Interior plans to pull their offices together around mid-May for training.
- Selective Services are now on board and have begun to input records.
- Gloria Sochon will meet with Jean Sefcheck of the Small Agency Council.
- Gloria Sochon or Sherry Booth will follow-up with OPM.
- The following agencies should join the ACMIS user community by the end of the Fiscal year: Selective Service Systems, Interior, Labor, National Gallery of Art, Court Services, OPM, HUD, DOT, and HHS.
- COTR certifications are a big issue for Commerce. They need to ensure that COTR certifications and warrants are separate in ACMIS.

ACMIS Reports
- Reports can currently be run on job series, but cannot be run by title.
- Warrant reports reflect both warrants and certifications. There is a future enhancement to separate certifications from warrants.
- There is currently no data field for warrant number.
- There is currently no data field for COR. This would be useful in order to flag an employee as a COR.
- The group would like to have the capability to track more than 1102 and CORs.
- It would be helpful to track Job completion dates.
- There was a suggestion to sort on COTR date.
- There was discussion of making a distinction between active and inactive records.
- ACMIS currently provides capability to search by Agency.
- Sherry Booth will check to determine the time frame that data remains in ACMIS after a separation date is entered.
- A separate Requirements session should be scheduled to determine if there are reports or data fields needed for ACMIS.

Enhancements
- Phase I Enhancements will be implemented on May 24, 2004.
- Phase II Enhancements will be implemented on July 16, 2004.

Possible OFPP Mandate of ACMIS
- OFPP plans to include ACMIS in the rewrite of Policy 97-01.